



## DELAWARE JUDICIARY FAMILY COURT

**Non-Merit Position**  
(This position is exempt from the State of Delaware Merit Rules)

**Posting: 082218-FCDepDirOps**

### **DEPUTY DIRECTOR OF OPERATIONS**

**Opening Date:** August 22, 2018

**Closing Date:** September 7, 2018

**A Vacancy Exists**

**Salary:** \$47,892 - \$59,865 per year (Minimum - Midpoint) Pay Grade 16

**Recruiting For:** Family Court

**Location:** City of Wilmington (New Castle County Courthouse)

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**Summary Statement:** This is an exempt position appointed by, and serves at the pleasure of the Chief Judge of the Family Court. The incumbent reports to the Director of Operations and manages several operational units in the New Castle County Family Court.

**Essential Functions:**

- Direct several operational units in New Castle County.
- Direct the activities of several operational units and/or programs in New Castle County to ensure effective application of Court rules, policies and procedures.
- Provides managerial and administrative direction to department supervisors in meeting the Court's operational goals and objectives.
- Ensures that case processing functions meet required Court and legal standards.
- Supports the New Castle Court Director and supervisors in planning, reviewing and managing the Court's automated systems.
- Responds to inquiries from Judges, Commissioners, attorneys, litigants, government officials and the general public regarding Family Court policies and procedures.
- Coordinates building maintenance, services, and other administrative activities related to the space occupied by Family Court.
- Performs related work as required.

**Minimum Qualifications:**

- Experience in Court operations management and supervision.
- Experience as a manager in case flow management principles, practices and procedures related to family law and/or criminal justice issues.
- Experience as a manager in the interpretation and application of federal and state statutes, Court rules, policies and procedures related to the jurisdiction of Family Court, other juvenile court, or juvenile services, or criminal justice system.
- Ability to communicate effectively orally and in writing.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:**

- To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

**Submitting Your Application:**

- Send your application as an e-mail attachment with the words “Deputy Director of Operations” in the subject line to: [fc\\_apps@state.de.us](mailto:fc_apps@state.de.us)
- Submissions without an application will not be accepted.

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- Resumes will not be accepted after the closing date.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary  
An Equal Opportunity and Affirmative Action Employer**